

9. Request for Publication to PGDDN Official Website & Social Media Accounts

In support to PICKMO's mandate of becoming the government's bugle in spreading public awareness and appreciation of its developmental projects and programs, the KM Division spearheads in developing, administering, managing and maintaining content of the Provincial Government's official website and social media accounts.

The division facilitates the uploading of relevant information for public consumption. It also receives any communication, comment, feedback, or request lodged through the said mediums/platforms and endorses the same to concerned offices for appropriate action.

Office or Division:	PICKMO-Knowledge & Information Management Division (KM)			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	-All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal Request (1 Original)		Department Heads Authorized Program Coordinators		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to PICKMO-KM request for uploading of any content.	1.1 Evaluate urgency, appropriateness & relevance of any content/information to be posted. 1.2 Advise client on prescribed format specifications.	None	10 Minutes	<i>Division Head</i> PICKMO-KM
2. Submit pertinent supporting materials – photos, audios, videos, narratives, etc., as may be required to meet prescribed format specifications.	2.1 Publish content to appropriate medium/platform.	None	1 Hour	<i>Website Dev't. & Mgt. Section Head</i> PICKMO-KM
TOTAL:		Refer to approved Scholarship Package	1 Hour, 10 Minutes	